

Reason for Absence Form

This form is to be used to inform ITHEA about any absences you may have during your course. For further details please see the Attendance and Lateness policy in your student handbook.

(It should also be used if you have missed any assessments because of illness)

Student details:

First Name:	Last Name:		
Address:			
Student Number:	Select ONE:	Domestic	International
Email:	Telephone/Mobile:		

Code:	Course:	Trainer:	Date:
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Type of absence: (select one)			
Past absence (illness)		medical certificate attached	
Past absence (other)		reasons & supporting documentation provided	

Dates/s of Absence/Leave:	From ___ / ___ / ___	To ___ / ___ / ___
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Declaration: I declare the information I have provided on this form is correct. I will notify ITHEA immediately of any further change in my details.

Student Signature	Date:
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Date received:	Received by:
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PLEASE NOTE:

In the case of absences, medical certificates are to be passed onto Admin for processing.

OFFICE USE ONLY

Course progress:	Satisfactory/Up to date	Unsatisfactory/Not up to date (include details below)	
Fees:	Owing	Up to date/Paid in Full	Not Applicable
CoE affected?	NO – no further action needed		YES - PRISMs notified
Comments:			
Approved by:	Position:	Date:	
Entered on VETTRAK by:			Date: